

7 FAM 550

SELECTIVE SERVICE SYSTEM (SSS)

(CT:CON-545; 12-02-2014)
(Office of Origin: CA/OCS/L)

7 FAM 551 INTRODUCTION

(CT:CON-545; 12-02-2014)

- a. The Selective Service System is an independent federal agency. It is **not** part of the Department of Defense; however, it exists to serve the emergency manpower needs of the U.S. Military by conscripting untrained manpower, or personnel with professional health care skills, if directed by Congress and the President in a national crisis. Its statutory missions also include being ready to administer an alternative service program, in lieu of military service for men classified as conscientious objectors.
- b. The Department of State and consular officers abroad assist the *Selective Service System* with its registration program by accepting registration forms at our posts abroad on behalf of *the Selective Service System and facilitating volunteer private U.S. citizens who may act as registrants*.
- c. *The Department of State should **not** get involved beyond the initial registration process unless specifically requested by the Selective Service System through the Bureau of Consular Affairs, Directorate of Overseas Citizens Services, Office of Legal Affairs (CA/OCS/L).*
- d. Consular Officers are strongly encouraged to direct inquirers to the *Selective Service System* web page for information about registration *and to direct other inquiries to the Selective Service System Contact Information web page.*

Contacting the *Selective Service System* ...
Selective Service System Contact Information

7 FAM 552 AUTHORITIES

(CT:CON-545; 12-02-2014)

- a. *The Selective Service System operates with permanent authorization under the Military Selective Service Act, 50 U.S.C. App. 451; 50 U.S.C. App 460; 32 CFR 1600 - 1699; and Presidential Proclamation 4771 of July*

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2, 1980, as amended by Presidential Proclamation 7275 of February 22, 2000, Federal Register: February 24, 2000 (Volume 65, Number 37) (Presidential Documents Page 9199).

- b. Consular authority to assist the Selective Service System is derived from 22 U.S.C. 3904 (3) (Functions of Service).*

7 FAM 553 ROLE OF THE CONSULAR OFFICER

(CT:CON-545; 12-02-2014)

- a. All United States diplomatic and consular officers, as *U.S. citizen* employees of the U.S. Government, are eligible to be Selective Service registrars. You may perform the duties of a registrar for an indefinite period at any post of assignment abroad. Military personnel may also serve as registrars.

See ...

Selective Service System Information for Registrars

- b. Selective Service Uncompensated Registrars:** Consular officers, as chief registrar at U.S. embassies and consulates abroad, may appoint U.S. citizen volunteers to serve as registrars without pay or compensation:

- (1) Only non-U.S. government employee, U.S. citizen volunteer registrars, must complete *Selective Service System* Form SSS-402, Uncompensated *Selective Service* Registrar Appointment *Form* obtained from *Selective Service System*. This form should be maintained in post files:

Posts may request an Uncompensated Registrar Appointment Form (SSS Form 402) by contacting Selective Service at:

*Selective Service System Registrar Program
P.O. Box 94737 Palatine, IL 60094-4737
Phone: Toll-Free 1-(888) 655-1825 (press "00" for an operator) or from abroad 847-688-2835,
DMCSupport@sss.gov.*

- (2) Consular Officers can obtain *Selective Service* forms and materials through the *Selective Service at: Selective Service System, P.O. Box 94737 Palatine, IL 60094-4737, tel: 847-688-2825, DMCSupport@sss.gov or Information@sss.gov;*

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- (3) Uncompensated Volunteer Registrars are appointed for an indefinite period, or until termination or separation from the position held at the time of the appointment. The participating organization (*in this case the U.S. embassy/consulate*) where the registrar is appointed is responsible for informing *Selective Service* of a Registrar's separation from the position from which he/she received the appointment to administer *Selective Service* registrations. Upon an individual's separation from the designated Registrar position, the *post* should submit a new *Selective Service System* Form SSS-402 nominating another qualified individual for registrar appointment;
 - (4) The consular officer should date-stamp page 1 of Form SSS-402 identifying your office and the date *the uncompensated Selective Service Registrar is appointed; and*
 - (5) Consular Officers should maintain a record of all appointees' names, addresses and dates of appointment.
- c. The consular officer as chief registrar or other appointed registrars:
- (1) Provide registrants with the *Selective Service System* Web site "Register on-line Now" to *assist registrars to help registrants* file on-line or, when on-line registration is not available, with *Selective Service System* Registration Form SSS-1 to complete and sign *the form and transmit it to the U.S. embassy or consulate to forward to the Selective Service System:*

NOTE: *Posts may order Selective Service System* Registration Form SSS-1 and other *Selective Service System* forms from "Selective Service System, Registration Office, P. O. Box 94638 Palatine, IL 60094-4638; or from abroad 847-688-2835, DMCSupport@sss.gov or Information@sss.gov.

- (2) *The registrar should verify that registrant is a U.S. citizen. This is usually accomplished by examining the person's U.S. passport. If the registrar has any question/doubt concerning the registrant's claim to U.S. citizenship, note this on form near the registrar's signature. If the registrant registers before an uncompensated private U.S. citizen volunteer registrar, the uncompensated volunteer registrant's signature is sufficient, the additional signature of the U.S. consular officer is not required. See 7 FAM 556.1b:*

NOTE ABOUT NON U.S. CITIZENS/NON U.S.-NATIONALS: 9
FAM 42.73 PN10 includes guidance about the obligations for non-U.S. citizen/national immigrant visa recipients between the ages of 18 - 26 to register for the Selective Service at a U.S. Post Office within 30 days of entering the United States.

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*9 FAM Appendix H, 401 provides that aliens lawfully admitted to the United States as nonimmigrants pursuant to INA 101(a)(15) are **not** required to register with the Selective Service nor are they liable for military training and service so long as they maintain a lawful nonimmigrant status in the United States. (See 50 U.S.C. App. 453.)*

- (3) *Posts should send* completed registration forms weekly to:

Selective Service System
P. O. Box 818
North Chicago, IL 60064-0818

Transmittal of Selective Service registration forms by consular sections to the Selective Service System is official mail, in accordance with pouch regulations (14 FAM 732.1). Selective Service Form SSS-1 includes a postage-paid envelope; and

- (4) The *Selective Service System does not require* a registration report or cover memo with the submission of forms. *The Selective Service System does not maintain a registrar of voluntary uncompensated U.S. citizen registrars who have completed Selective Service Form SSS-402. The post should maintain the Form SSS-402 in post files so long as the non-U.S. Government, U.S. citizen, uncompensated volunteer registrars, performs that function.*
- d. *After completing the Uncompensated Selective Service Registrar Appointment Form (SSS Form 402-HS7) and receiving the basic registration supplies, the Registrar's duties are minimal and as easy as facilitating on-line registration or, making registration forms available, and sending completed registration forms to Selective Service via the U.S. embassy or consulate. There is no record keeping involved. The registration verification notice and other information will be mailed directly to the registrant's home address.*

7 FAM 554 ROLE OF CA/OCS/L

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- a. *CA/OCS/L* is the Department's liaison with the *Selective Service System, Federal obligations agencies*, Federal benefits-paying agencies and consular posts abroad as well as with members of the public and Congress. *CA/OCS/L* provides guidance, disseminates information and implements new procedures regarding the *Selective Service System*.
- b. Contact *the federal benefits/federal obligation staff in CA/OCS/L* for

assistance at CA-OCS-L-FederalBenefits@state.gov.

7 FAM 555 LIMITATIONS ON CONSULAR OFFICERS REGARDING SELECTIVE SERVICE SYSTEM (SSS) REGISTRATION AND DISCLOSURE OF INFORMATION (PRIVACY ACT)

(CT:CON-545; 12-02-2014)

- a. Information contained in a name-retrievable system of records concerning a *Selective Service System* registrar or *Selective Service System* registrant may **not** be disclosed except:
 - (1) As expressly authorized by the *Selective Service System*;
 - (2) By written authorization by the individual who is the subject of the record; and
 - (3) In accordance with the 12 exceptions to the conditions of disclosure in the Privacy Act, as amended (5 U.S.C. 552a(b)(1) – (12)).
- b. Any unauthorized disclosure is subject to criminal penalties pursuant to 5 U.S.C. 552a (Privacy Act, as amended). 7 FAM 060 provides guidance about the Privacy Act. (See the CA/OCS Intranet Privacy Act page.)

7 FAM 556 SELECTIVE SERVICE REGISTRATION

(CT:CON-545; 12-02-2014)

- a. Registration is the process of providing the *Selective Service System* with personal information, such as name, address, date of birth, and other related information. Even though no one is currently being drafted, men are required to register with *the Selective Service System* within 30 days before or after their 18th birthday (a 60 day window).
- b. Failure to register or otherwise comply with the Military Selective Service Act (*MSSA*) is punishable by a fine of up to \$250,000, imprisonment for up to five years, or both. In addition, federal and certain state laws require registration as a prerequisite for obtaining student financial aid, job training, government employment, motor vehicle driver's license and U.S. naturalization.
- c. A registrant is not fully registered with the *Selective Service System* until

his registration information is submitted to *Selective Service System* and processed in their registration file. The registrant is then assigned a *Selective Service* number and will receive an acknowledgement in the mail. If he has not received his registration acknowledgement within 90 days of the date he completed his registration form, he should write to the following address:

Selective Service System
Registration Office
P. O. Box 94638
Palatine, IL 60094-4638

7 FAM 556.1 Who Must Register?

(CT:CON-545; 12-02-2014)

- a. With few exceptions, all male *U.S.* citizens (including dual nationals) and *immigrant* male aliens residing in the United States and its territories (see 9 FAM Appendix H 400) must register within 30 days of their 18th birthday. See the *Selective Service System* Who Must Register *page or printer-friendly "Who Must Register" Fast Fact* Chart.
- b. If an individual does not possess a U.S. passport, but makes a reasonable claim to U.S. citizenship, you should accept his completed registration form, even if the passport application is pending, to ensure that the individual does not incur penalties for failure to register. You would then annotate *Selective Service System* Registration Form *SSS-1* to reflect citizenship status determined at that time.
- c. Disabled men who live at home must register if they can reasonably leave their home and move about independently. A friend or relative can help fill out forms if they cannot do it themselves.
- d. Men with disabilities that would disqualify them from military service still must register with the *Selective Service System*.
- e. Young men in hospitals, mental institutions, or prisons do not have to register while committed. However, they must register within 30 days after being released if they have not yet reached their 26th birthday.
- f. Members of the National Guard and Reserve Forces, not on full-time active duty, must register.
- g. Men cannot register after reaching age 26.
- h. All immigrant aliens must sign Form DS-1810, Notice of Duty to Register with U.S. Selective Service System (see 9 FAM 42.73 Exhibit IV), at the time of the immigrant visa (IV) interview. Posts shall enclose the signed

Form DS-1810 with the other documents in the issued IV packet. Posts shall also give to the alien a duplicate copy, printed in both English and the language of the host country. Such aliens must present themselves to a U.S. Post Office designated to perform *Selective Service* registration within 30 days after entering the United States. (See 9 FAM 42.73 PN10.)

- i. A person who is a non-U.S. citizen and who provides no reasonable evidence of U.S. citizenship shall not be registered for *Selective Service System* by a registrar outside the United States or its territories.

7 FAM 556.2 How to Register Abroad

(CT:CON-545; 12-02-2014)

- a. On-Line: *the Selective Service System* advises that the easiest and fastest way to register is the on-line registration at the *Selective Service System On-Line Registration* web page. *The Selective Service System is aware that access through the internet may be blocked for some foreign web servers.* A registrant must be at least 17 years and three months old (if under registration age, the registrant will be registered by *Selective Service System when he reaches age 18*). *Due to concerns about Personally Identifiable Information (PII), the Selective Service System does not request overseas registrants to have a Social Security number when they register by completing SSS Registration Form 1, however to register on-line a Social Security Number must be provided.* Within three weeks after being registered, the registrant will receive a Registration Acknowledgement by mail. He may verify his number on line by clicking on the "To Check a Registration" icon on the *Selective Service System* web page. Any correction that may be necessary should be submitted to:

Selective Service System
P. O. Box 94638
Palatine, IL 60094-4638

- b. **Post's Chief Registrar:** *the Selective Service System* strongly recommends that you first encourage on-line registration on the *Selective Service System* web page, however, when it is not available, the designated *post* Chief Registrar may register an individual by providing *Selective Service System* Registration Form 1 and verifying the registrant's U.S. citizenship. You should keep a minimal supply of the following forms and brochures available:

Selective Service System Publications
SSS Forms and Brochures ...

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SSS Registration Form 1

Form SSS-2, Change of Information Form

Form SSS-402, "Uncompensated Registrar Appointment"

Brochure No.10 The Selective Service and You Time to Register Brochure

Information for Registrants Booklet

You may order these forms from:

Selective Service System

National Headquarters, OP/REG

P. O. Box 94638

Palatine, IL 60094-4638, tel: 847-688-2825, DMCSupport@sss.gov or

Information@sss.gov

- c. **Mail-In:** Some registrants may obtain a *Selective Service System* registration form in some other manner *not involving the U.S. embassy or consulate*. Instruct them to complete the form and send it *directly* to the *Selective Service System* at:

Selective Service System

Registration Office

P. O. Box *94638*

Palatine, IL 60094-4638

Information required:

Name

Current Mailing Address

Date of Birth

Telephone Number

- d. **Change of Address:** After he registers, a man is required to notify *the Selective Service System* within ten days of any changes to any of the information he provided on his registration card, like a change of address. He must report changes until January 1 of the year he turns 26. Registrants can use the *Selective Service System* address change, on line feature to submit a change of address. *The Selective Service System has two online change of address sites, one for domestic U.S. change of address (Selective Service System domestic change of address) and one for foreign change of address (Selective Service System foreign change of address). If the registrant does not have internet access, he can* execute Form SSS-2, Change of Information Form and mail to:

Selective Service System

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Registration Office P. O. Box 94638 Palatine, IL 60094-4638

- e. Once a registration is sent to *the Selective Service System*, it cannot be cancelled except by *the Selective Service System*.

7 FAM 557 ACTIONS FOLLOWING REGISTRATION

(CT:CON-545; 12-02-2014)

Following registration, *Selective Service System* sends various forms and communications to the registrant by *the Selective Service System*. Consular officers should forward any material received at post to the registrant as soon as possible. You usually will not be involved in a case beyond the registration operation, unless specifically requested by *Selective Service System* in certain instances. If you have questions or concerns, contact *CA-OCS-L-FederalBenefits@state.gov*.

7 FAM 558 DURING A DRAFT

(CT:CON-545; 12-02-2014)

- a. Physical examination and induction orders and procedures are matters to be resolved by the registrant with *the Selective Service System*. Although no action is required by you, unless specifically requested by *the Selective Service System*, the following information may be helpful.
- b. Individuals residing abroad, whether registered in the United States or abroad, are obliged to comply with an order to report for a physical examination or induction (which may be any place in the world).
- c. *The Selective Service System* has established local and appeal boards with jurisdiction to determine claims of registrants abroad.

7 FAM 559 DEFERMENT REQUESTS

(CT:CON-545; 12-02-2014)

The Department of State's policy is to **not** initiate, recommend, or sponsor any deferment requests of registrants. This policy also applies to appeals from Class 1-A, or other classifications, as well as orders to report for

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physical examination or induction. *Direct inquiries to the Selective Service System Contact Information web page.*

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